

**F. EVALUATION AND CAREER DEVELOPMENT**

Section F, Evaluation and Career Development, includes information that relates to an individual's performance and growth in his or her current employment. In addition to providing information about quality of job performance, this section describes factors that may bear upon an individual's future career alternatives such as the need for additional training or experience.

Entity Uses:	Evaluation
	Evaluator
	Staff Member

**Quality of Performance**—Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

6010 **Evaluation Purpose**—The reason that an appraisal of an individual's performance is conducted.

**01 End of probationary period**—An appraisal of an individual's performance marking the end of a trial period of employment.

**02 Evaluation for advancement**—An appraisal of an individual's performance in order to determine whether it is appropriate to advance the worker in rank, compensation, grade, or position.

**03 Evaluation for licensure**—An appraisal of an individual's performance in order to determine whether the worker is qualified to receive a license.

**04 Periodic evaluation**—An appraisal of an individual's performance in accordance with rules or policies.

**05 Problem resolution**—An appraisal of an individual's performance conducted to solve difficult work-related situations.

**99 Other**

Entity Uses:	Evaluation
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6020 **Evaluation Periodicity**—The interval at which an individual's appraisal occurs.

**01 Monthly**—An appraisal of an individual's performance conducted once a month.

**02 Quarterly**—An appraisal of an individual's performance conducted at regular intervals four times a year.

**03 Semi-annually**—An appraisal of an individual's performance conducted twice a year.

**04 Annually**—An appraisal of an individual's performance conducted once each year.

**05 Post-probationary**—An appraisal of an individual's performance conducted after a trial period of employment.

**06 As needed**—An appraisal of an individual's performance conducted when necessary.

**99 Other**

Entity Uses:	Evaluation
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6030 † **Evaluation Date**—The month, day, and year on which an individual was evaluated.

Entity Uses:

Evaluation

6040 **Evaluation Recommendations**—The recommendations by the employer or the supervisor of the individual after an assessment of his or her performance.

**01 Eligible for promotion**—An individual has performed in a manner that warrants advancement to a higher position.

**02 Merit pay**—An individual has performed in a manner that merits receiving a salary increment or bonus provided for in a compensation plan.

**03 Regular salary/step increase**—An individual has performed in a manner that warrants an automatic salary increase provided for in a compensation plan.

**04 Granted tenure**—An individual has fulfilled specified requirements in a manner that warrants a guarantee of the position on a permanent basis.

**05 Granted license**—An individual has met the predetermined, jurisdiction-imposed qualifications necessary for being awarded a license to practice an occupation.

**06 Retained in position**—An individual has met the requirements of his or her job in an adequate manner.

**07 Removed from probationary status**—An individual has performed in a manner that warrants the elimination of a trial period of employment and permanent placement in the position.

**08 Placed on probation**—An individual has performed in a manner that warrants the initiation of a trial period of employment that may result in possible removal from employment.

**09 Reassigned for career development needs**—An individual has performed in a manner that warrants placement in a job environment that is in some way different from his or her current situation so as to allow for the development of new skills or experiences.

**10 Lateral reassignment**—An individual has performed in a manner that warrants reassignment of a lateral nature.

**11 Demotion**—An individual has performed in a manner that warrants placement in a lower position.

**12 Dismissal**—An individual has performed in a manner that warrants removal from employment.

**13 Extended probation**—An individual has performed in a manner that warrants the extension of an original trial period of employment and placement in the position.

**14 Recommended for additional training**—An individual has performed in a manner that indicates additional training is needed to meet or fulfill his or her job requirements.

**15 Put on administrative leave**—An individual has performed in a manner that warrants grant of administrative leave, usually pending an inquiry.

**16 Lost credential**—An individual has performed in a manner that warrants the removal of his or her credential.

**99 Other**

Entity Uses: Evaluation

6050 † **Evaluation System**—The instrument and/or set of procedures with which an individual's performance is assessed.

Entity Uses: Evaluation

6060 † **Evaluation Score/Rating**—The actual quantitative or qualitative assessment of an individual's performance.

Entity Uses: Evaluation

6070 † **Evaluation Scale**—The quantitative or qualitative range of possible scores/rating for an individual's performance (e.g., 0 - 10; Poor, Fair, Average, Good, Excellent).

Entity Uses: Evaluation

6080 † **Evaluation Outcome**—The result of an assessment of an individual's performance.

Entity Uses: Evaluation

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Evaluator

3270 **Position Title**— The descriptive name of an individual's position.

Entity Uses: Evaluator

0120 **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Evaluator

0140 **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Evaluator

0150 **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

*01 Driver's license number (not applicable for this entity)*

*02 Health record number (not applicable for this entity)*

*03 Medicaid number (not applicable for this entity)*

*04 Professional certificate or license number*

*05 School-assigned number*

*06 District-assigned number*

*07 State-assigned number*

*08 Selective service number (not applicable for this entity)*

*09 Migrant number (not applicable for this entity)*

*10 Social Security Administration number (not applicable for this entity)*

*11 US government Visa number (not applicable for this entity)*

*12 Personal identification number (used for access into system) (not applicable for this entity)*

*13 Family unit number (not applicable for this entity)*

- 14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*
- 15 LEA number for school (not applicable for this entity)*
- 16 SEA number for school (not applicable for this entity)*
- 17 SEA number for LEA (not applicable for this entity)*
- 18 NCES number for school (not applicable for this entity)*
- 19 NCES number for a LEA (not applicable for this entity)*
- 20 Other agency (e.g., Roman Catholic diocese or association member) (not applicable for this entity)*
- 21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*
- 22 College Board Admission Testing Program (ATP) number (not applicable for this entity)*
- 23 American College Testing (ACT) Program number (not applicable for this entity)*
- 24 Federal identification (not applicable for this entity)*
- 25 Dunn and Bradstreet number (not applicable for this entity)*
- 99 Other*

Entity Uses:                      Evaluator

- 0570    **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses:                      Evaluator

- 0580    **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses:                      Evaluator

- 0590    **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home telephone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment telephone number*
- 11 Personal cellular number*
- 12 Personal telephone number*
- 13 Telex number*
- 14 Tele-mail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*
- 99 Other*

Entity Uses:                      Evaluator

- 0600    **Communication Number**—The telephone number or other communication type including the international code area code, and extension, if applicable.

Entity Uses: Evaluator

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

*01 Home/personal*

*02 Work*

*99 Other*

Entity Uses: Evaluator

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which he or she belongs.

Entity Uses: Evaluator

**Career Development Alternatives**—An appraisal of possible future career options and developmental needs of an individual, as they relate to his or her vocational interests, aspirations, and aptitudes.

5010 **Job Classification**— A description of the specific group of duties and responsibilities of a position.

*(Note: A list of options and their codes can be found in appendix K.)*

Entity Uses: Evaluation

5210 **Program Type**— The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community.

*(Note: A list of options and their codes can be found in appendix L.)*

Entity Uses: Evaluation

5220 **Function Type**—The purpose of the program activities to which an individual is assigned as related to students.

*(Note: A list of options and their codes can be found in appendix M.)*

Entity Uses: Evaluation

6090 **Readiness for Assignment of Greater Responsibility**—The degree to which an individual's capabilities would permit successful performance in an assignment of greater responsibility if and when such a position becomes available.

*01 Immediately eligible*—Ready for greater responsibility or assignment of broader scope at the present time.

*02 In the future*—Ready for greater responsibility or assignment of broader scope in the future with more training or experience.

*03 Not ready*—Not ready for greater responsibility or assignment of broader scope.

Entity Uses: Evaluation

6100 **Career Development Needs**—A description of the exposure and preparation needed by an individual to be ready for a specified future assignment or position.

**01 No preparation or additional experience required**—No need of further preparation prior to an individual assuming a specified future assignment.

**02 Job specialization required**—Exposure to a job of a specialized nature would provide experience valuable to an individual's career development.

**03 Task assignment required**—Exposure to a temporary task would provide experience valuable to an individual's career development.

**04 Job rotation required**—Assuming different positions and job responsibilities would provide overall experience valuable to an individual's career development.

**05 Formal preparation/credentials required**—Required formalized training or coursework would provide background or exposure valuable to an individual's career development.

**99 Other**

Entity Uses: Evaluation

6110 **Preparation Type**—A description of the kind of formal training or coursework (e.g., courses, seminars, institutes) recommended for an individual's development.

Entity Uses: Evaluation

6120 **Preparation Location**—The location where the recommended training takes place (e.g., within an organization, at an outside firm, or at an education institution).

Entity Uses: Evaluation

6130 **Preparation Duration**—The approximate length of time in days, weeks, months, or years that the recommended training requires.

Entity Uses: Evaluation

6140 **Preparation Funding**—The source of funds used to pay for recommended training (e.g., an individual, an employer, or some other organization).

Entity Uses: Evaluation

**Complaint**—Information relating to any complaints filed by another individual(s) against the employee regarding the latter's employment.

6150 **Source of Complaint**—The origin of any statement or official expression submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6160 **Date of Complaint**—The month, day, and year on which a statement or official expression is submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6170 **Nature of Complaint**—The nature of any statement or official expression submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6180     **Resolution of Complaint**—Any action taken by the employer to resolve the complaint filed by another individual against the employee about his or her employment.

Entity Uses:

Evaluation